

Knowledge Center Operational Group (KCOG) Tips

Designating Instructors to Train Courses

Background: The Knowledge Center (KC), allows you to designate or manage instructors to train courses. If the particular course is not designated for the trainer, the trainer will not populate when you attempt to assign them to a event.

Trail to utilize to get to instructor management:

[Home](#) >> [Administration](#) >> [Manage Training](#) >> [Instructors](#)

Step 1: At this point, you can either enter a specific name or hit search to populate all trainers.

Instructors

Search for existing instructors and edit information about them, and add new instructors.

Search

Simple Search | [Advanced Search](#)

To perform a search, enter all or part of a last name, first name or both and then click Search. Use the Advanced Search link to select more criteria to refine the results

Last Name

First Name

User Search

Step 2: Select manage from the drop down menu and hit go.

Records found: 1

	Last Name	First Name	Action
<input type="checkbox"/>	MULKEY	RUTH	<input type="button" value="Manage"/> <input type="button" value="Go"/>

Step 3: Click on the courses tab.

Add or edit the instructor's experience.

Use one- or two-digit numbers to complete the "Years of Teaching" field. Click Save to save the informa

Years of Teaching

Qualifications

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Step 4: This will provide you a list of courses the trainer can train. If the trainer is designated an additional course, the trainer manager can choose select course from the drop-down menu and hit go.

teach. Use the Page menu to select courses.

Search Text

Search Type

Records found: 4

		Course Title	Currently Assigned?
<input type="checkbox"/>	i	VDSS - BPS2222: SNAP New Worker Training Phase II	Yes
<input type="checkbox"/>	i	VDSS - BPS2230: Medicaid Families and Children New Worker Training Phase II	Yes
<input type="checkbox"/>	i	VDSS - INF2010: ADAPT System Phase I	Yes
<input type="checkbox"/>	i	VDSS - INF2350: Medicaid Enrollment Training – F&C	Yes

Step 5: If you are adding a course, put the course number in the search text and hit search.

Search

Use Search to find existing courses. Click the checkbox next to courses you want to select teach the courses you select).

Search Text

Search Type

Step 6: Click on the box adjacent to your desired course title and click add selected.

teach the courses you select).

Search Text

Search Type

Records found: 1

		Title
<input type="checkbox"/>	i	VDSS - BPS2280: Energy: Cooling Assistance Component New Worker Training